

City of Suffolk HISTORIC LANDMARKS COMMISSION



July 11, 2019

**THE REGULAR MEETING
OF THE
HISTORIC LANDMARKS COMMISSION
WILL BE HELD AT 9:00 A.M. IN
CITY COUNCIL CHAMBERS
CITY HALL BUILDING**

**Note: If You Cannot Attend This Meeting,
Please Notify the Planning Division
by 12:00 Noon,
Wednesday, July 10, 2019
(757) 514-4060**

**PREPARED BY THE CITY OF SUFFOLK
DEPARTMENT OF PLANNING & COMMUNITY DEVELOPMENT**

DIVISION OF PLANNING

AGENDA
Historic Landmarks Commission Meeting
Thursday, July 11, 2019
9:00 a.m.

- I. Call to Order: Chairman
- II. Roll Call
- III. Approval of the Minutes
- IV. New Business
 - 1. Election of Officers
 - 2. Suffolk Historic Overlay District Guidelines Update
- V. Old Business
- VI. Staff Reports
 - 1. Enforcement Updates
 - a. Property Maintenance
 - b. Zoning
 - 2. Administrative Approvals
- VII. Adjournment



MINUTES
HISTORIC LANDMARKS COMMISSION
May 9, 2019
9:00 A.M.

The regular meeting of the Historic Landmarks Commission was held on Thursday, May 9, 2019, at 9:00 a.m., in the Council Chambers of Suffolk City Hall, 442 W. Washington Street, Suffolk, Virginia, with the following persons present:

MEMBERS PRESENT:

George Bailey
Susan Coley
Mary Austin Darden
Merritt Draper
Oliver Hobbs
Edward King
Larry Riddick
Vivian Turner

STAFF:

Claire Jones, Secretary
Karla Carter, Assistant City Attorney
Kevin Wyne, Principal Planner
Connie Blair, Planning Technician

The meeting was called to order by Chairman Hobbs. The roll was called by Ms. Jones and the Chairman was informed that a quorum was present.

APPROVAL OF THE MINUTES: The minutes of the previous meeting were approved as presented.

NEW BUSINESS:

Request for Certificate of Appropriateness HLC2019-00014, submitted by Michael Beale, applicant, on behalf of N & N Land Company, LLC, property owner, for exterior material alterations and fencing on property located at 239 West Washington Street. The property is further identified as Zoning Map 34G17, Block A, Parcels 160 and 161*162, Suffolk Voting Borough, zoned CBD, Central Business District and HC, Historic Conservation Overlay District.

The public hearing item was introduced by Chairman Hobbs, followed by a staff report from Kevin Wyne, Principal Planner. Mr. Wyne stated the property includes two parcels on W. Washington Street between Saratoga and South/Pine Streets making it a part of the 2002 District Expansion of the Original Suffolk District. Mr. Wyne noted the property is currently a vacant commercial building with an unenclosed patio area. The last two businesses on the site were restaurant uses, the most recent of which closed within the last year.

Mr. Wyne stated that according to the National Register of Historic Places Inventory, the most common building form noted in this second boundary expansion is the brick-fronted commercial structure like the building in question. These buildings often feature large show windows and an entry on or off center. Other common features include oriel windows, brickwork paneling, and brick friezes and cornices either corbeled or in geometric patterns.

Mr. Wyne stated that the subject property was constructed between 1910 and 1925 and features painted brick, a single storefront with a recessed entryway and a stepped parapet roofline. An open air patio area is located to the west of the structure on a separate parcel. The subject property also includes an eight foot wide alley deeded for access to the surrounding properties in 1890. The current owner of these properties has provided written permission to use this alley.

Mr. Wyne noted that the subject property received a Certificate of Appropriateness in 2015 for the installation of a sign, construction of a shelter for barbecue smokers, and the painting of the patio fence white. These improvements were related to the establishment of the restaurant that most recently occupied the building. Prior to that, in 2006, a Certificate of Appropriateness was granted for the installation of a sign and the painting of previously painted brick. These improvements were also related to the opening of a restaurant in the building.

Mr. Wyne explained the applicant's requests, which include installing two new aluminum storefront doors with sidelights on the west elevation, replacing an existing window on the east elevation, and replacing existing wooden fencing with 4' tall aluminum, wrought iron style fence. All trim will be aluminum with a bronze finish.

The western elevation of the subject property features several windows that are boarded up and painted red. The applicant proposes to reopen the window aligning with the existing privacy fence and reconfigure it to include a single leaf metal and glass door to provide access to the patio. The remainder of the existing window would be reopened and a new aluminum, divided 7-lite window would be installed along with the door. Mr. Wyne explained that this façade is visible from the public right-of-way but is a less prominent one due to the proximity of neighboring buildings. He added that the proposed door and window will match the style and color of the storefront door and windows on the front of the structure and will pay homage to the original window, but the configuration would not permit retention of the original material. Mr. Wyne also noted that the Historic Landmarks Commission has approved similar projects in the past and provided examples.

Mr. Wyne stated that the applicant is proposing to remove an existing, non-contributing double-door made of plywood on the same façade, to be replaced with a single aluminum framed storefront door with storefront glass panes on each side. The opening will maintain its current size, and aside from being slightly wider, the door will match the other storefront door proposed for installation on this elevation.

On the eastern elevation, the applicant proposes to replace an existing window with a new aluminum paneled window with a bronze finish. Presently, this window is boarded up with painted plywood. The window is proposed to match the one on the western elevation and consist of eight (8) lites. This elevation includes three windows of the same type, all currently obscured by plywood and painted the same color as the building. Because of the alignment of the street and the adjacent parking lot, this façade appears to be more visually prominent than the western one. In the event that the remaining windows can be repaired, all windows on this façade should match.

The new window, as proposed, would replace a 16 lite window with an 8 lite window. The design would differ from the window in question and the other existing windows on this façade that may be uncovered

in the future. For these reasons, staff recommends that this window be replaced in-kind, with a window that matches the existing window in configuration and design.

Mr. Wyne stated that the final component of this request is the proposed replacement of two sections of wooden, residential style fence with an aluminum style fence designed to mimic wrought iron. The Design Guidelines do not establish recommendations for the placement of fencing on commercial properties; however, this type of fencing is more appropriate for a commercial site within the District. The current wood fencing is more appropriate for a residential property, and its replacement with a wrought iron style aluminum fence would result in an improvement to the existing condition. The fence will meet height requirements and will allow for a more attractive and functional patio area for the proposed business.

In conclusion, Mr. Wyne stated that staff recommends approval of this request, HLC2019-00014, with the conditions noted in staff's report. Staff's recommendation differs from the applicant's request as it pertains to the eastern façade window replacement. Staff is recommending the in-kind replacement of this window with a 16 lite window that will profile the same and offer the same configuration as the existing window. This is due to the visibility of this façade and the fact that other windows are present on this elevation.

The public hearing was opened and Mr. Michael Beale, applicant, spoke in favor of the application. He stated he wanted to put in a restaurant and make improvements to the building. There being no other speakers, the public hearing was closed.

The Commission discussed the proposed replacement of the original window on the east side of the building with a different configuration. They also discussed the potential use of the existing rear door, which will be for employee use only. Following this discussion, a motion was made by Commissioner Darden to approve staff's recommendation as presented. The motion was seconded by Commissioner Turner and approved by a recorded vote of 8-0.

National Register of Historic Places Nomination, DHR No. 133-0101, Samuel Eley House, 4801 Pruden Boulevard, was introduced by Chairman Hobbs, followed by an overview from Claire Jones, Comprehensive Planning Manager and Secretary of the Historic Landmarks Commission. Ms. Jones stated that, because Suffolk is a Certified Local Government, the Historic Landmarks Commission is entitled to review and comment on new National Register nominations in the City. The Department of Historic Resources has provided information in regard to the nomination of the Samuel Eley House, which is located at 4801 Pruden Boulevard and includes an early 19th century house and several dependencies. Ms. Jones explained that the nomination was initiated by the City to mitigate the visual impact from a communications tower that was located near the property in 2014. As part of the Section 106 review for the tower, this property was identified as potentially eligible for register on the National Register. The City contracted with Commonwealth Preservation to prepare this nomination, which found the property to be largely intact and locally significant for its architecture.

The nomination to recommend listing the property on the National Register and the Virginia Landmarks Register is scheduled to be presented to Virginia's State Review Board and Historic Resources Board on June 20, 2019. Ms. Jones stated that the Historic Landmarks Commission is entitled to a sixty-day comment period to review the proposed nomination of this property and provide any comments to the

Virginia Department of Historic Resources prior to its presentation to the state review boards. She added that staff has reviewed the nomination and supports the listing of this property on the National Register and noted that the owner supports it as well.

The Commission discussed their knowledge of the property and its history. Following this discussion, a motion was made by Commissioner Bailey to endorse the nomination. The motion was seconded by Commissioner Draper and approved by unanimous voice vote.

OLD BUSINESS:

There was no old business to discuss.

STAFF REPORTS:

Enforcement Update: Donald Bennett, Property Maintenance Official, reported on the following properties:

- 118 Wellons Street – Fined \$700.00 for code violations on 3-7-19
- 122 W. Washington Street – Case continued until July
- 342 N. Main Street – Case continued until July
- 131 Clay Street – Case continued until July

Zoning Update: Larry Dennis, Zoning Inspector I, reported on the following properties:

- 178 E. Washington Street – Court date on 6-6-19
- 178 E. Washington Street – Court pending
- 216 Grace Street – Summons pending

Administrative Approvals:

Ms. Jones provided a brief report on the eight administrative COAs approved since the last HLC meeting in February and noted that copies of each were provided in the meeting packet.

Chairman Hobbs asked for an update on the Guidelines Update. Ms. Jones stated that the outline for the new Guidelines has been reviewed by staff and some changes made. There will be one additional public input meeting with the SPARC arts group and then a presentation of the public input findings to City Council at their work session on June 19, 2019. The first draft of the new document should be complete by the end of June and a briefing for the Historic Landmarks Commission will follow.

There being no further business, the meeting was adjourned.

HISTORIC LANDMARKS COMMISSION



May 9, 2019

Motion:

To approve with staff recommendations as presented

1st: Darden

2nd: Turner

Motion:

1st:

2nd:

COMMISSIONERS	ATTENDANCE		HLC2019-14			
	PRESENT	ABSENT	VOTE: 8-0			
			YES	NO	YES	NO
Bailey, George	X		X			
Coley, Susan	X		X			
Darden, Mary Austin, <i>Vice Chairman</i>	X		X			
Draper, Merritt	X		X			
Hobbs, Oliver, <i>Chairman</i>	X		X			
King, Edward L.	X		X			
Riddick, Larry	X		X			
Turner, Vivian	X		X			



CITY OF SUFFOLK

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DEPARTMENT OF
PLANNING & COMMUNITY DEVELOPMENT

Division of Planning

July 3, 2019

Suffolk Historic Landmarks Commission
City of Suffolk, Virginia

Subject: Election of Officers

Dear Commissioners,

Please be advised that the annual election of officers will be held at the July 11, 2019, meeting of the Historic Landmarks Commission. As required in the Bylaws, the Commission shall elect the Chairman and Vice Chairman from among the appointed members. Officers serve for a term of one year or until their successors are elected and shall be eligible for reelection.

In the past, Commission members have also appointed a staff member from the Division of Planning to serve as Secretary to the Commission at this time. The Secretary also serves for a term of one year.

If you have any questions in advance of the meeting, please feel free to contact me.

Sincerely,

Claire Jones, AICP
Secretary, Historic Landmarks Commission

AGENDA: Historic Landmarks Commission
Regular Meeting, July 11, 2019

ITEM: Report and Update – Suffolk Historic Overlay District Guidelines Update

The consulting team from Commonwealth Preservation Group will provide a report on the update of the Suffolk Historic Overlay District Guidelines. When completed, the new Historic District Design Standards will replace the current Guidelines and be adopted by reference as a component of Unified Development Ordinance.

**PROPERTY MAINTENANCE CODE ENFORCEMENT UPDATE
JULY 2019**

ADDRESS	CODE VIOLATION(S)	STATUS
118 WELLONS ST	PROPERTY MAINTENANCE - PEELING AND FLAKING PAINT - DETERIORATED ROOF - DETERIORATED OVERHANG - DETERIORATED PORCH - DETERIORATED GUARDRAILS - DETERIORATED TRIM BOARDS	NOTICE OF VIOLATION ISSUED TO NEW PROPERTY OWNER
122 W. WASHINGTON ST	PROPERTY MAINTENANCE - DETERIORATED CANOPY	COURT CASE CONTINUED UNTIL 7-11-19
113 S SARATOGA ST	PROPERTY MAINTENANCE - DETERIORATED EXTERIOR WALL PAINT - DETERIORATED EXTERIOR WALL STUCCO	COURT CASE SCHEDULE TO BE HEARD ON 7-11-19
342 N MAIN ST	PROPERTY MAINTENANCE - DETERIORATED OVERHANG - DETERIORATED ROOF	PREPAID \$200.00 COURT FINE ON 6-6-19
131 CLAY ST	PROPERTY MAINTENANCE - DETERIORATED EXTERIOR WALLS - DETERIORATED EXTERIOR DOORS - DETERIORATED FRONT PORCH - DETERIORATED ROOF	NOTICE OF VIOLATION ISSUED TO NEW PROPERTY OWNER
321 E WASHINGTON ST	PROPERTY MAINTENANCE - DETERIORATED EXTERIOR WALL - DETERIORATED REAR SHED WALL	NOTICE OF VIOLATION ISSUED TO NEW PROPERTY OWNER

Zoning
Case Activity Report
July 2019

<i>PROPERTY OWNER(S)</i>	<i>LOCATION</i>	<i>VIOLATION(S)</i>	<i>JUDGEMENT</i>	<i>INSPECTOR</i>
Jeffrey Townsend	178 E. Washington St	Covered patio without COA	Court pending	Matt



HISTORIC CONSERVATION OVERLAY DISTRICT
GENERAL CERTIFICATE OF APPROPRIATENESS

Application Number: HLC2019-00017

**THIS CERTIFICATE MUST BE POSTED IN A VISIBLE LOCATION
ON THE PREMISES**

This is to certify that the structure located at the following location has met the requirements of Section 31-413(f)(1) of the Unified Development Ordinance:

Property Address: 125 Oakdale Terrace

Property Owner: Phillip Kosko

Property Owner's Address: 125 Oakdale Terrace

Property Zoning Map Identification: 34G18(A)*107

Property Zoning: RM, Residential Medium zoning district, and HC, Historic Conservation Overlay District

The following actions/conditions are approved:

1. Replace the wooden fence, 6 feet in height, located in the rear yard, with a 6 foot pressure treated wood fence.
2. Staining of the entire fence with the color Tucker House Brown (CW113), or equivalent from the approved Williamsburg Color Collection.
3. The finished side of the fence must face outwards.

THIS CERTIFICATE IS VALID FOR SIX (6) MONTHS. THE APPROVED ACTION(S) MUST COMMENCE WITHIN SIX (6) MONTHS, OTHERWISE A REQUEST FOR AN EXTENSION MUST BE GRANTED BY THE HISTORIC LANDMARKS COMMISSION OR THE ADMINISTRATOR BEFORE SUCH ACTION CAN COMMENCE.

Signed: 
(Zoning Administrator)

Signed: 
(HLC Secretary)

Date: 5/23/19

Date: 5/23/19



HISTORIC CONSERVATION OVERLAY DISTRICT GENERAL CERTIFICATE OF APPROPRIATENESS

Application Number: HLC2019-00019

THIS CERTIFICATE MUST BE POSTED IN A VISIBLE LOCATION ON THE PREMISES

This is to certify that the structure located at the following location has met the requirements of Section 31-413(f)(1) of the Unified Development Ordinance:

Property Address: 154 and 156 W. Washington Street

Property Owner: 154-156 W Washington Street LLC

Property Owner's Address: 6651 Talbot Hall Toad, Norfolk, VA 23505

Property Zoning Map Identification: 34G18(A)*312

Property Zoning: CBD, Central Business District, and HC, Historic Conservation Overlay District

The following actions/conditions are approved:

1. Repair and restore storefront with like materials. Existing wood and metal will be used and only where the existing wood and metal is damaged beyond repair, new wood and metal matching the existing will be used.
2. Paint the previously painted building cornice and storefront main trim with Rookwood Dark Green (SW2816) and paint the accent trim with Rookwood Amber (SW2817), or equivalent from the approved Sherwin Williams Color Collection.
3. Paint the previously painted window trim, above the storefront, Renwick Olive (SW2815), or equivalent from the approved Sherwin Williams Color Collection.
4. Repair stucco on portions of the front façade with like material, and to paint the main façade utilizing the color Downing Sand (SW2822), or equivalent from the approved Sherwin Williams Color Collection. New stucco will match original stucco in strength, and composition.

THIS CERTIFICATE IS VALID FOR SIX (6) MONTHS. THE APPROVED ACTION(S) MUST COMMENCE WITHIN SIX (6) MONTHS, OTHERWISE A REQUEST FOR AN EXTENSION MUST BE GRANTED BY THE HISTORIC LANDMARKS COMMISSION OR THE ADMINISTRATOR BEFORE SUCH ACTION CAN COMMENCE.

Signed: Donna Coleman
(Zoning Administrator)

Signed: Clair
(HLC Secretary)

Date: 5-30-19

Date: 5/29/19



HISTORIC CONSERVATION OVERLAY DISTRICT
GENERAL CERTIFICATE OF APPROPRIATENESS

Application Number: HLC2019-00023

**THIS CERTIFICATE MUST BE POSTED IN A VISIBLE LOCATION
ON THE PREMISES**

This is to certify that the following actions meet the requirements of Section 31-413 of the Unified Development Ordinance:

Property Address: 213 Market Street

Property Owner: VCS, LLC

Property Owner's Address: P.O. Box 1603, Suffolk, VA 23439

Property Zoning Map Identification: 34G18(A)*327*328

Property Zoning: CBD, Central Business, and HC, Historic Conservation Overlay, Districts

The following actions/conditions are approved:

1. Demolish the existing non-contributing, approximately 233 square foot, single story building and associated drive-through structure.
2. Expand the existing parking lot in the area of demolition to accommodate no more than 10 additional parking spaces.
3. All parking areas must comply with Section 31-606 of the Unified Development Ordinance.

THIS CERTIFICATE IS VALID FOR SIX (6) MONTHS FROM THE DATE OF APPROVAL LISTED BELOW. APPROVED ACTION(S) MAY NOT COMMENCE MORE THAN SIX (6) MONTHS AFTER THAT DATE UNLESS AN EXTENSION IS GRANTED BY THE HISTORIC LANDMARKS COMMISSION OR THE ADMINISTRATOR.

Signed: Donna Coleman
Zoning Administrator

Signed: Clarissa
HLC Secretary

Date: 6-17-19

Date: 6/17/19



HISTORIC CONSERVATION OVERLAY DISTRICT
GENERAL CERTIFICATE OF APPROPRIATENESS

Application Number: HLC2019-00024

**THIS CERTIFICATE MUST BE POSTED IN A VISIBLE LOCATION
ON THE PREMISES**

This is to certify that the structure located at the following location has met the requirements of Section 31-413(f)(1) of the Unified Development Ordinance:

Property Address: 123 E. Washington Street

Property Owner: WFVA Suffolk LLC

Property Owner's Address: 123 E. Washington Street

Property Zoning Map Identification: Zoning Map 34G18, Block A, Parcel 285

Property Zoning: CBD, Central Business District

The following actions/conditions are approved:

1. Installation of a wall mounted sign, 3.21 square feet in area, to be placed over the transom window.
2. The sign shall consist of painted metal channel letters in Raleigh Tavern Green Medium Light (CW517) and Mopboard Black (CW123) or equivalent from the approved Williamsburg Color Collection.
3. Any additional improvements shall require a separate Certificate of Appropriateness.

THIS CERTIFICATE IS VALID FOR SIX (6) MONTHS. THE APPROVED ACTION(S) MUST COMMENCE WITHIN SIX (6) MONTHS, OTHERWISE A REQUEST FOR AN EXTENSION MUST BE APPLIED FOR AND GRANTED BY THE HISTORIC LANDMARKS COMMISSION OR THE ADMINISTRATOR BEFORE SUCH ACTION CAN COMMENCE.

Signed: Donna Coleman
(Zoning Administrator)

Signed: Clair
(HLC Secretary)

Date: 6-18-19

Date: 6/18/19